Welcome to Vanderbilt University

Our Founder, Commodore Cornelius Vanderbilt had a vision of a place that would “contribute to strengthening the ties that should exist between all sections of our common country” when he gave $1 million to create a university in 1873.

Today, Vanderbilt is a top 20 institution that offers undergraduate programs in the liberal arts and sciences, engineering, music, education and human development, as well as a full range of graduate and professional degrees to 13,000 students.

The combination of cutting edge research, liberal arts, nationally recognized schools of education, business and divinity and a distinguished medical center creates an invigorating atmosphere where students tailor their education to meet their goals and researchers collaborate to solve complex questions affecting our health, culture and society.

Vanderbilt provides a gateway to greatness, drawing the best and brightest students from across the nation and around the world. Vanderbilt alumni can be found in Congress, on the judicial bench, in the pulpit, heading corporations, conducting innovative medical research, writing for and appearing on the stage and screen, and playing in the NFL and major league baseball.

All of this, in over 240 buildings and home to nearly 70 sculptures is nestled gently on 330 park-like acres designated as a national arboretum. We encourage you to take a tour with our interactive map available to you at http://www.Vanderbilt.edu/map.
Experience a world to discover in the heart of Nashville, Tennessee. Vanderbilt University’s gorgeous campus is a national arboretum and home to a mixture of historic and LEED certified buildings to hold your summer conference, camp or retreat. Vanderbilt is a comprehensive research university, providing innovative programs, state-of-the-art facilities, award winning dining services as well as a supportive environment for interdisciplinary inquiry. No matter the size or complexity of your event, the one stop shop at the Vanderbilt Office of Conferences has the resources to help you achieve your goals and host a very successful event on our beautiful campus.

**Services Vanderbilt Office of Conferences Offers Our Guests**

It is the Vanderbilt University Office of Conferences’ ultimate goal is to provide our guests with the best experience possible while staying on our beautiful campus. We are dedicated to see to it that our guests receive a variety of healthy enjoyable meals, are provided with clean, attractive, safe accommodations and meet in conveniently located, clean, state of the art smart classrooms.

The Office of Conferences is equipped to offer your organization a one-stop shop. You will be assigned a key contact person to help facilitate all of your needs. From pre-planning as well as on campus, we’ll assist from beginning to end. Best of all, you will receive only one invoice which will include all services rendered.

The Office of Conferences will provide assistance to your group and accommodate all your needs by offering the following services:

- Courteous, customer-oriented professionals ready to serve you
- Secure, clean residence hall accommodations
- 24/7 on-call staff and reception desk services
- Scheduled Registration times for checking in to and out of the residence hall
- Full service meeting space in technology-enriched classrooms, auditoriums, ballrooms, athletic and recreational facilities
- Rental of audio/visual equipment
- Arrangements for conference dining pricing
- Catering arrangements
- Linen services, as arranged in advance
- Transportation needs
- Access to the Student Recreation Center for overnight guests

**2020 Residence Hall Room Rates**

2020 Housing Rates for a traditional room with bathrooms down the hall.

**Double Room Rate** $28.50 per night, per person

**Single Room Rate** $38.50 per night, per person

*Davidson County has a mandatory room accommodation tax of 6% along with a $2.50 surcharge per room, per night tax (divided by two occupants for a cost of $1.25 per occupant, per night). Even non-profit groups are subject to the accommodation taxes. For – Profit groups will also be charged a 9.25% Tennessee Sales Tax.

Linens $4 per night, per participant (*pillow, pillowcase, sheet set, bath towel & wash cloth*). There is a one-time $10 per person set-up fee for bed-making and linen services.
One-Stop-Shop
The Office of Conferences is equipped to offer your organization a certified one-stop shop experience. You will be assigned a key contact person to help facilitate all of your needs. From pre-planning as well as while on campus, we’ll assist from beginning to end. Best of all you, will receive only one invoice which will include all services rendered.

Registration
The Office of Conferences will provide at no additional cost, up to five hours of time to assist participants with the check-in/registration process and up to three hours of time to assist with the check-out process. We will also make available staff members to help direct traffic and help the whole check-in/out process run smoothly. Registration will be held conveniently in the lobby area of the residence hall your organization will be residing in.

Conference & Event Coordinator
Every group will be assigned a professional conference coordinator to help facilitate with all aspects of your stay. Coordinators will facilitate preparation and follow up with check-in/check-out process, reserve meeting space, help with set-up, supply/run AV equipment, and is responsible for the daily success of your program while on campus. All Conference Coordinators carry two way radios and we have a 24/7 phone number to call if a problem arises.

24 Hour Staff Response
The Office of Conferences operates a 24/7 duty phone. Conference & Event Coordinators, as well as front desk personnel will assist with room lock outs, maintenance problems, handle security issues and answer all questions. Participants will be able to contact conference staff members 24 hours a day, seven days a week by calling the conference phone at (615) 343-8699.

Residential Hall Accommodations
Our first task is to provide a clean, attractive and safe place to live while your participants are housed on the Vanderbilt campus. All Residence halls are secure 24 hours a day. Each participant will receive an access card to enter their building. All rooms are clean, fully furnished and air conditioned. Amenities unique to each residence hall include lobby areas, gender neutral restrooms, floor lounges, housekeeping services, a common kitchen, laundry facilities, seminar rooms, reception desks and wireless internet access.
Branscomb Quadrangle
Located near central campus, Branscomb Quadrangle offers easy access to meeting spaces, dining facilities and athletic facilities, as well as to the Student Recreation Center. Four connecting residence halls, Lupton, Scales, Stapleton and Vaughn, make up the quadrangle, which can accommodate up to 600 guests in traditional double rooms. There are several meeting space options available within Branscomb Quad. In addition, Branscomb connects to the Student Life Center which features approximately 10,000 square feet of meeting space, including beautiful ballrooms, classroom spaces and the Board of Trust room overlooking the lawn and courtyard leading to the E. Bronson Ingram Studio Arts building.

The Martha Rivers Ingram Commons
Inspired by Thomas Jefferson’s plan for the University of Virginia, the Martha Rivers Ingram Commons campus has been a registered Historic Landmark since 1966. The classic symmetry of the historic architecture and generous green spaces present an interesting counterpoint to Vanderbilt’s more informal, park-like campus. The Commons has ten residence halls grouped around four quads. Each residential facility has a mixture of traditional double and single occupancy rooms, a technology enriched seminar room, a common kitchen facility, laundry facilities, abundant light and common spaces. West House houses up to 120 guests, East House – 100, Gillette House – 220, Memorial House – 80, North House – 176, Crawford House – 150, Ingram House – 290, Murray House – 150, Stambaugh House – 180, and Sutherland House – 180, for a total of 1646 spaces for guest accommodations on the Commons alone.
The McTyeire Residence Hall
McTyeire House is conveniently located on central campus; McTyeire House offers easy access to classrooms, and dining facilities. It houses 97 participants in single rooms. McTyeire, built in 1940 in collegiate gothic style, and was Vanderbilt’s first residence hall for women. A complete renovation in 1992/1993 includes a tower entrance, a beautiful library, and an expanded dining area. In 1997, McTyeire Hall earned a Metro Historical Commission top Architectural Award in the educational and institutional category. McTyeire also features a smart classroom and a library, a dining hall and participants have access to a foosball table, DVD player and large screen HD internet access TV in the common living room.

Cole Residence Hall
Located on the spacious and beautiful Alumni Lawn on the central campus, Cole offers easy access to dining and classroom facilities. It houses 112 participants in single rooms. Residents live on all four floors. Cole’s unique amenities include a formal lounge, a seminar room, and a television lounge, outside patio area, a common kitchen facility with an oven, stove and microwave.

Tolman Residence Hall
Located on the spacious and beautiful Alumni Lawn on the central campus, Tolman offers easy access to dining and classroom facilities. It houses 102 participants in single and double rooms. Residents live on the second, third and fourth floors. Constructed shortly after World War II and recently completely renovated, Tolman Hall is a modified collegiate gothic residence hall facing Alumni Lawn.
McGill Residence Hall
Located on the central campus, McGill offers easy access to dining facilities and classroom facilities. It houses 102 participants in single and double rooms. Residents live on the second, third and fourth floors. Constructed shortly after World War II and recently completely renovated, McGill Hall is a modified collegiate gothic residence hall facing Alumni Lawn. The building is named after Chemistry Professor John T. McGill, who came to Vanderbilt as a student in 1876 and served his alma mater for 70 years. A faculty member lives in an apartment on the first floor. Building amenities include a smart classroom/seminar room, elevators, common kitchen facility with an oven, stove and microwave, dishwasher and refrigerator.

The Mayfield Lodges
The Mayfield Community resides in the Mayfield Place Lodges nestled subtly on the south side of the Highland Quadrangle Courtyard. Preferably located near the Student Recreation Center and the Blair School of Music, Mayfield Place offers a unique living arrangement designed for up to 200 participants living in 20 lodges with 10 residents each. Each two-story lodge has 10 single bedrooms, a lush common area, two full-bathrooms, a microwave, a 21-inch stove, dish-sink, and a full-size refrigerator. Lodges fully air-conditioned and either carpeted or flushed with hardwood. There are five bedrooms and one bath on each floor, and the floors are connected by an extending-wooden staircase. The living room area is full 12’ x 16’ and the kitchen is 4’ x 16’. The dimensions of the bedrooms are an agreeable 8’ x 12’.
Vanderbilt University Dining Services

Our awarding-winning Vanderbilt Campus Dining facilities are a non-profit university-managed auxiliary service. They take great pride in their commitment to providing value through the highest quality, best-tasting, most nutritious and diverse menus possible. In addition, they embrace their role as builders of community. Food brings people together, creates a sense of place and a feeling of kinship. Food sustains not only our bodies, but also our communities and environment. Vanderbilt Campus Dining is highly decorated, winner of many prestigious awards in the food service industry, including Best On-Site Food Service Operation in the Nation, Best Food Service Operator, the prestigious Ivy Award, and many more. Our dining team of professionals also have several award-winning, certified chefs on staff.

2020 Conference Dining Meal Plan = Breakfast: $8.77 * Lunch: $11.68 * Dinner: $12.01

Rand and the Commons Dining Center are the focal point of our campus community. Rand Dining Center is centrally located in the heart of main campus. The Commons Dining Center is strategically located on the Peabody campus.

Both facilities provide a variety of great dining options, and a comfortable atmosphere to give conference participants the opportunity to gather, socialize, and interact with one another. Vanderbilt is also proud of our award winning Dining Services staff and of our newly renovated, state-of-the-art dining facilities. Our Dining Centers offers a wide variety of great appetizing meal options including favorite off the grill entrée’s, comfort foods, special theme dishes and vegetarian and vegan choices. The menu is based on a two-week rotation schedule, giving participants plenty of variety. For your convenience, your group will be given designated meal times. Meal times are agreed upon when you sign your Dining Agreement contract. This 20-minute arrival window (your secure reservation) will give your participants easy access to the dining hall and food gallery, ample time to choose their meal and find a place to sit with friends. Enjoy your meal and meal companions as long as you would like, there is plenty of space for everyone.
**The Student Life Center**

The Student Life Center (SLC) is attached to the Branscomb Quadrangle and less than a city block walk to the Rand Dining Center. With 18,000 square feet of event space, the SLC is the premier home for lectures, banquets or very special events.

The SLC Ballroom is about 9,000 square feet with the capacity to serve 1,600 reception style, seat 800 theater style and 500 for banquet style. The ballroom can also be divided into three different sections, this versatile space may be just the answer to all your meeting space or special event needs.

For smaller functions, one third of the SLC Ballroom could be used to host a banquet for 120, taking advantage of the large windows that fill the two-story space with beautiful natural light. A second floor crow’s nest is used to provide full A/V to three screens that can be used in tandem or separately. A catering kitchen also makes the Student Life Center an excellent location for a banquet or wedding reception.

The SLC’s Board of Trust room offer banquet space for 120, classroom space for 100, lecture space for 200 and reception space for 470. AV capabilities include built-in sound system, DVD/VCR, LCD video projector and screen. A lectern and microphone and white boards are available.

The Vanderbilt Office of Conferences professional event planners will work closely with you to obtain a detailed quote should you have interest in using the Commodore Ballroom facilities.
Langford Auditorium

Langford Auditorium

Designed and built in 1976, Langford Auditorium is the largest and most centrally located of Vanderbilt University's auditoria. Langford proudly boasts a 58 x 27 foot stage, and seating for 1104, the orchestra level provides almost 60% of the total while the upper level holds the rest. Located next to Vanderbilt University Medical Center’s Light Hall, the auditorium also offers a full lobby area with a reception counter, dressing room for 20, green room, loading garage, the Mackie 24 channel sound console with phantom power, Clear Corn system, and strand lighting.

Some event planners often choose to supplement the existing sound equipment using our local partner, Brantley Sound Productions. When doing so, our in-house A/V team can assist or in this space you are welcome to provide your own certified technician.

Langford Auditorium is the perfect location for an academic seminar, a large symposium, a motivational speaker series, congregational gatherings, corporate workshops, congregational gatherings, musical productions, political debates, keynote speakers.

Sarratt Student Life Center Meeting Spaces

Vanderbilt University offers a smart alternative to meeting in cold sterile hotel conference rooms. The Vanderbilt campus offers a unique venue conducive for meetings, great for receptions, grand banquet facilities and an environment that encourages learning beyond the classroom through community dialogue, cultural enrichment, social engagement, and scholarship. We strive to uphold the Vanderbilt tradition of providing exemplary customer service as well as meaningful experiences to help create opportunities for developing and nurturing not only scholars, but well-rounded individuals.

Freshly remodeled Sarratt Student Center provides a safe, comfortable, and friendly environment for members and friends of the Vanderbilt Community and is also home to the Rand Dining Center.

- The Rand Skylight and Rand Connector are great spaces for receptions for approximately 100 people. The Rand Connector is located at the top of the new staircase from the main floor of Rand Dining Center.
- The Rand Lounge is designed for special events and performances for up to 350 people. The space is equipped with two large screens and projectors along with 4 televisions.
- Newly renovated rooms are equipped with a LCD-TV, wireless internet and large tables.
- Rand 308, a flexible meeting and event space ideal for a speaker or larger meeting. Capacities are 48 classrooms, 28 conference and 98 theatre style. This space is equipped with an LCD projector/screen, lectern and dry erase wall.
Sarratt Student Center Meeting Spaces

The Rand Balcony

The Rand Connector

Sarratt Room 112

Sarratt Room 189

Sarratt 325/327

Sarratt Cinema

Sarratt Cinema
Sarratt Cinema, pictured above, seats 309 and is suitable for speakers, entertainment or concerts. This fully A/V enriched cinema offers a 12 x 36 stage with curtains, dressing rooms and a 10.5 x 27.1 screen.

- To assist with your events qualified A/V technicians are provided as needed for an added fee
- AV capabilities include a LCD video projector and screen, cable TV, a piano & portable stage
Enjoy Our Style of Southern Hospitality

Board of Trust Room

The Board of Trust Meeting space is located in the Student Life Center (SLC) is equipped with the latest in A/V technology, including videoconferencing. This space can seat 60 in a conference U shape, 200 theater style, 96 for a banquet, or 400 for a reception.

The Student Recreation & Wellness Center

Our Conference Guests are provided with complimentary use of the Vanderbilt Student Recreation & Wellness Center while staying with the Office of Conferences.

This 8,000 square foot fitness center has a variety of cardiovascular equipment, machines, and free weights. A large gymnasium allows for spontaneous basketball games and is encircled by a track on the second floor.

Racquetball, day lockers, a rock climbing wall and a Smoothie King round out the experience.

The indoor pool is available for private rental after hours as well.

The Student Rec Center is available to rent to accommodate your guests.

The Blair School of Music

The Martha Rivers Ingram Center for the Performing Arts is a premier venue at the Blair School

- The Martha Rivers Ingram Center for the Performing Arts offers a 609-seat performance hall with full staging capability, including orchestra pit, opera scene shop, loading dock, dressing rooms and green room
- The intimate Steve & Judy Turner Recital Hall is a 272 seat venue
- The Choral Rehearsal Hall, with state-of-the-art interactive technology, seats 80

The Vanderbilt Office of Conferences event planning professionals will work closely with you to obtain a detailed quote should you have interest in using spaces at the Blair School of Music.
Green Spaces
Just a stroll around the Vanderbilt can be a refreshing break full of nature. Some reports claim there are 3 squirrels to each of our almost 13,000 students.

Campus Libraries
Vanderbilt University's comprehensive library system also invites those staying on campus to drop in and enjoy our Central, Biomedical, and Divinity libraries.

Materials may not be removed, from the libraries, but you may want to enjoy a fresh brewed cup of java at the library café and other rich offerings that have served our students and staff over the years.

Site Visit
The Vanderbilt Office of Conferences would like to extend a warm invitation to join us in Nashville to see our facilities first hand and begin the process of creating the vision of Vanderbilt becoming the new home to your conference group.

In the meantime, please consider developing a preliminary budget, choose possible dates, plan a tentative schedule of events and call us up to discuss moving forward on your event.
Welcome to Nashville, the New “IT” City!

Nashville is the capital of the state of Tennessee and is located on the Cumberland River in the central part of the state. The city is a center for the health care, publishing, banking and transportation industries, and is home to a large number of colleges and universities including Vanderbilt.

Here are some of the recent awards Nashville has received:

- Nashville was named the "Best Music Scene" by Rolling Stone for its "historical music venues, celebrity residents, and record stores"
- Based on traveler reviews, Nashville was named the #1 "Destination on the Rise" by Trip Advisor
- Nashville was given a Top 5 ranking by Travel + Leisure readers for its "Affordable Getaways" and "Friendliest City" categories
- Business Insider named Nashville the 4th “Hottest American City of the Future”

Wild Horse Saloon

On June 1, 1994, country superstar Reba McEntire herded a stampede of live cattle through the heart of downtown Nashville. The cattle came up Second Avenue and past the front doors of the newly opened Wildhorse Saloon to announce its presence. Ever since, the Wildhorse has continued to capture the interest of visitors with its award-winning menu, unique attractions and one-of-a-kind capabilities.

The Wildhorse Saloon turned a three-level historic warehouse into a 66,000 square foot live music and dance destination. The Wildhorse is simultaneously a restaurant, bar, concert site, dance venue and TV studio. Annually, more than 1.5 million music fans stampede to the Wildhorse to have a great meal, catch the hottest concerts and learn the newest dance steps. Conference groups can enjoy a private buffet, line dance lessons, and the full Nashville experience if they choose.

Off-Campus Housing Options

Hotels within Walking Distance from the Beautiful Vanderbilt Campus

A number of housing options exist within walking distance of Vanderbilt University. The following hotels offer a range of choices for conference members who do not want to stay in the dorms.

- **Homewood Suites** – on West End Avenue and 24th Street across from the Carmichael Towers
- **Lowes Vanderbilt Hotel** – on West End Avenue and 21st Avenue across from Warren & Moore Hall
- **Holiday Inn – Vanderbilt** – on West End Avenue and 21st Avenue
- **Marriot at Vanderbilt University** – off of West End Avenue next to Vanderbilt Stadium
- **Hampton Inn & Suites Nashville – Vanderbilt** on Elliston Place
- **Hutton Hotel** – offers a shuttle within 3 miles of the hotel property
- **Hilton Garden Inn – Vanderbilt**
Nashville International Airport

Nashville is a major hub for Southwest Airlines which accounts for over half of the incoming and outgoing flights. Southwest is not only customer friendly, it is also cost effective with many non-stop connections available. Here are some sample non-stop, roundtrip airfares available year-round.

- Chicago (Midway): $198.10
- New York (LaGuardia): $290.10
- Boston (Logan): $332.10
- Denver: $282.10

Taxi Service, Shuttles and Rental Options

There are a multitude of taxis standing by to take passengers from the airport to Vanderbilt University. The 25-minute ride will cost about $27. Each additional passenger costs only $1.00 when going to the same destination.

A number of shuttle companies service the Nashville Airport. Details can be found at http://www.nashintl.com/ground_trans/bus.aspx for those conference attendees who would like to reserve a shuttle ahead of time. There is also a car rental facility at the airport. Nine of the most common rental companies are represented and available to disperse cars and/or vans.

On-Campus Parking Options

Guest permits are available for conference attendees who own or rent a car and need to park on campus. During the summer months, there is ample parking in various areas located throughout the campus. On-campus parking is $15 per day, per vehicle. The Vanderbilt Office of Conferences will reserve parking passes for all guests in advance through Vanderbilt Traffic & Parking Department.